

# Request for a replacement membership certificate



A request for a replacement certificate should be accompanied by the certificate to be replaced, unless the certificate to be replaced has been lost. Where the certificate to be replaced has been lost, this form must be accompanied by a statement explaining the circumstances in which the certificate was lost (eg misplaced, stolen or destroyed). Fellows may obtain replacement membership and fellowship certificates.

Name \_\_\_\_\_ Membership no.

Address \_\_\_\_\_

Postcode \_\_\_\_\_

I require the following:

- A replacement membership certificate, at a charge of £30
- A replacement fellowship certificate, at a charge of £30
- Replacement membership and fellowship certificates, at a combined charge of £60
- I wish to pay by cheque/bank draft and enclose a cheque/draft number \_\_\_\_\_
- I wish to pay by credit/debit card

Name of cardholder (if different from below) \_\_\_\_\_

Please charge £30/£60 to my  MasterCard  Visa  American Express  Switch/Maestro  Solo

Card no

Start date  Expiry date  Issue no (if applicable)

Please tick one of the following boxes:

- I enclose the certificate(s) to be replaced
- I have not enclosed the certificate(s) to be replaced but have provided a statement on the reverse of this form explaining the circumstances in which my certificate was lost/certificates were lost. In signing this form, I undertake to return the lost certificate(s) to ACCA should the certificate(s) subsequently be found.

I acknowledge that any replacement membership certificate issued to me remains the property of ACCA and must be returned if my membership ceases for any reason (Chartered Certified Accountants' Membership Regulation 9(5) refers).

Signature \_\_\_\_\_ Date \_\_\_\_\_

All membership certificates are sealed at meetings of Council. Council meets throughout the year in February, May, July, September and November. You may, therefore, experience some delay in obtaining your replacement membership certificate(s), depending upon the point in the year when the request is made.

**Please return this form, with your remittance and certificate(s) to be replaced, to:**  
**Customer Services (MB) ACCA 2 Central Quay 89 Hydepark Street Glasgow G3 8BW United Kingdom**  
tel: +44 (0)141 582 2000 fax: +44 (0)141 582 2222 www.accaglobal.com